

This risk assessment checklist was developed by and is reprinted herein with the permission of WMD Consulting Group LLC, 808 Clearmount Rd, York, PA 17403, 717-332-0188. Government entities may find all or part of the checklist useful in conducting vulnerability assessments. A checklist is also currently available electronically at <http://www.wmdconsulting.us/assess2.htm>. The state Military Department makes no representations as to the accuracy, reliability, or validity of the checklist contents.

## Sample risk assessment checklist

### TERRORISM VULNERABILITY SELF-ASSESSMENT

This vulnerability self-assessment is intended to help your agency determine if it is vulnerable to terrorism. The worksheet is intended to be a general guide. It may be more information than necessary or not include all issues that would be considered in your specific situation. Therefore, it is imperative that you consider the unique character of your agency: its functions, its general public image, and its overall public visibility. Consider both **who** may work in your agency and **what** your agency does. Assess the symbolic value of your agency to the public. This assessment does not replace any current or other assessment tools used by your agency.

Most agencies or activities do not present a likely target for terrorism. Others' activities may make them a more likely terrorist target. Answering this self-assessment is a subjective process. It should be completed by a person or persons knowledgeable of your agency. There are no firm guidelines on how to score a category. The score can best be determined by the agency, based on the uniqueness of your function or facility. Since the questions are subjective, give your "best estimate" when scoring each question.

The Vulnerability Self-Assessment should be conducted at least annually and again if there is an increased threat of a terrorist event or whenever there is a significant change to your agency's facilities or activities.

**Circle your evaluated score on each scale. Then total the scores and enter the total on the last page.**

#### 1. Potential Terrorist Intentions

Low Vulnerability										High Vulnerability									
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20																			

#### Issues to be considered in selecting your score:

- Are you aware of any terrorist threat to your agency?
- Are you aware of a history of terrorist activity in your area or your specialty?
- Are you aware of the level of capability of any suspected terrorist which you believe poses a threat to your agency?



## 2. Specific Targeting

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Have you obtained current information from law enforcement or other sources that your agency has been targeted by terrorists?
- What is the reliability of these information sources?
- What is your agency's public visibility?
- Does the nature of your agency's activity lead you to think it may be targeted?
- Are there activities that indicate possible terrorist preparations in your area or specialty?

## 3. Visibility of your Facility/Activity within the Community

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score

- Is your agency well known in the community?
- Do you regularly receive media attention?
- Is your organization nationally prominent in your field or industry?
- Is your location and the nature of your activity known generally to the public?
- Have you ever had an event or accident with potential health risks that attracted public attention to your facility?
- Does your facility work with animals that may make it a target of radical groups?

## 4. On-Site Hazards

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Are hazardous materials, explosives or other dangerous items on your site?
- Do you store or use biologic or chemical materials that have the potential to be used as a threat or weapon?
- Do you store or use radioactive material at your site?
- Do you have a system to control access to hazardous materials, explosives or any other dangerous materials at your site?
- Can any products stored or used on your site be used as, or in the manufacture of a mass casualty weapon?
- Can any products stored or used on your site cause extensive environmental damage?

## 5. Population of Site/Facility/Activity

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Issues to be considered in selecting your score:

- Do you have more than 250 people normally present at your site(s)?
- Do you have more than 1,000 people normally present at your site(s)?
- Do you have more than 5,000 people normally present at your site(s)?
- Do you hold events at your site that attracts large crowds?
- Do you conduct public tours of your facilities?

## 6. Potential for Mass Casualties

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Issues to be considered in selecting your score:

- Do materials stored or used at your site have the potential to create mass casualties on-site?
- Do materials stored or used at your site have the potential to create mass casualties within 1 mile of your site?
- How many people live or work within one mile of your site(s): 500; 1,000; 2,000; 5,000; more than 5,000?

## 7. Security Environment & Overall Vulnerability to Attack

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Issues to be considered in selecting your score:

- Does your agency have effective internal security procedures?
- What is the law enforcement presence in your area?
- What is the hardness, level of blast protection, etc. of your facilities?
- How accessible (security presence, access control, id badges, metal detection buffer zones, fences, etc.) is your facility?
- Are your assets and/or its potential recognized as a symbol?
- What level of public access is necessary for you to function?
- Can you control high-speed vehicle approaches to your facility?
- Do you have access control to your parking area?

- Do you conduct vehicle searches when entering facility grounds or parking areas?
- Do you employ detection/monitoring systems (video surveillance, intrusion detection systems, etc.)?
- Is your parking delivery area adjacent to or near your buildings?
- Is your delivery area supervised during hours of normal business?
- Is your delivery area access blocked during hours that your business is closed?
- Do you have an on-site food service facility for employees and visitors?
- Is access to the water supply for your facility protected?
- Is access to the ventilation system for your facility protected?
- Do you have a way to quickly shut down the water supply or ventilation system for your facility?

## 8. How Critical are your Products or Services?

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- What is the importance of your agency to the community?
- What is the importance of your agency to state government?
- Is your agency critical to the local population, economy or government?
- Is your agency critical to the continuity of basic services in your area?
- Is your agency critical to state or national commerce?
- What would be the effects of a terrorist act against your agency?
- What would be the social, economic or psychological ramifications of a terrorist attack against your agency?
- What is the nature of your assets: hazardous materials, uniqueness, potential danger to others, etc?
- How long would it take to restore your critical services/functions?

## 9. High Risk Personnel

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Do you have personnel that are critical to the continuing function of State government, basic services, the community, the economy, or of inherent value to your agency?
- Do you have personnel that are critical for responding to a terrorist act?
- What would be the effect of a terrorist act against these high risk personnel?

## 10. Organization Communications

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Issues to be considered in selecting your score:**

- Do you have a Mass Notification System (public address system, intercoms, alarms)?
- Do you have a secure communications network that can be relied upon during a crisis?
- Do you have a crisis response team?
- Is your crisis response team trained?
- Do you conduct regular exercises?
- Do local/regional emergency responders participate in your exercises?
- Does your Crisis Response Team have its own portable communications system?
- Can your Crisis Response Team communicate directly with emergency responders?
- Do you have an emergency law enforcement notification system such as a hot line, panic button or something similar?
- Is your alarm system tied into the local law enforcement department or do you have an alarm service?
- Are your systems tested regularly?

## 11. Security and Response

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Issues to be considered in selecting your score:**

- Are your security forces' staffing and training levels adequate?
- Do you have the capability to maintain a security presence in a high threat situation?
- Are additional security personnel available if requested?
- Are there affiliated agency support services available?
- Do you have trained disaster response teams within the organization?
- Do you have necessary specialty detection, monitoring, hazard assessment devices on hand and are they functional?
- Are local/regional law enforcement forces adequate and can they respond rapidly?
- Are local emergency responders familiar with your facility and its contents?
- Do you keep records on who visits your facility and where they go within the facility?

## 12. Policy/Procedures/Plans

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Do you have a current crisis response/disaster plan?
- Does your plan include the types of crises you are most likely to encounter (e.g., fire, explosion, chemical release)?
- Are your employees familiar with the plan?
- Have you conducted crisis response and disaster drills and were they effective?
- Have you identified the critical functions of your workplace and do you have a plan for continuation of operation during an emergency?

## 13. Security Equipment

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Do you have a security system and is it current technology?
- Do you have an intrusion monitoring motion detector or an alarm system?
- Do your systems have back-up if power is cut or fails?
- Do you have security equipment that would detect leaks or ruptures of potentially hazardous materials?
- Do you have personnel protective equipment for your emergency response team appropriate for the hazardous materials at your facility?
- Is such equipment in working order and has it been inspected recently?

## 14. Computer Security - Cyber-Crime & Cyber-Terrorism

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Is your site dependent on information technology such as computers and networks to accomplish its daily business activities?
- Is the information stored in your computer systems valuable?
- Do you have back-up power available for your computer systems?
- Do you make back-up copies of your data?
- Is your back-up data securely stored?
- Does your site have computers or networks connected to the Internet?

- Have you experienced problems with computer security incidents, such as computer viruses, worms, web-site defacements and/or denial of service attacks in the past?
- Do you have staff in place who are adequately trained and are available to monitor security warnings and take protective measures, such as loading system patches?
- Do you have technology security tools in place such as firewalls, intrusion detection systems or anti-virus software to protect your computer systems?
- Do you have a computer security policy, plan and procedure that includes a computer security incident response team?

## 15. Suspicious Mail And/Or Packages

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Is the mail for your facility opened in a secured area or an area isolated from the majority of personnel?
- Have the personnel who open mail received training on the recognition of suspicious mail and/or packages?
- Do you have specific procedures on how to handle suspicious mail and/or packages, including possible facility evacuation?
- Do you have a secure and contained location where any unusual or suspect deliveries or mail can be stored until proper authorities can evaluate the suspect items?

## 16. Telephone, Bomb And Other Threats

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Has your staff received training on how to handle bomb and other threat calls?
- Does your staff have a checklist of questions to ask the caller in case of a bomb or other threatening call?
- Does your facility have a plan on how to handle bomb and other threatening calls?
- Does your bomb threat plan include a system whereby your personnel would search your facility to identify suspicious objects to point out to emergency response personnel?
- Does your plan include a decision making process on whether to evacuate the facility?
- Are personnel familiar with the plan? Have evacuation drills been conducted?
- Is your plan coordinated with local law enforcement and the local phone company?



## 17. Employee Health & the Potential for Bio-Terrorism

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Issues to be considered in selecting your score:**

- Do you have an employee occupational health specialist on staff?
- Do you have an occupational health safety program in place?
- Do you have a health professional working at your facility?
- Do you have a procedure in place to track the health of each employee and know if more than one employee has the same symptoms?
- Do you monitor the health status of employees on sick status or absent otherwise?
- Are employees encouraged to keep supervisors informed on any unusual health related event or condition?
- Are employees required to report any unusual conditions or substances encountered in the course of their normal duties, such as strange substances or odors from packaging or mail?
- Do employees know the proper procedures for emergency operation or shut-off of air handler, air circulating or ventilation systems?
- Do you keep a current list of employees, home addresses and emergency contact information?
- Do you have an emergency notification plan for employees (e.g. calling tree)?

## 18. Capacity to Recognize a Bio-Terrorism Event

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Issues to be considered in selecting your score:**

- Do you regularly notify the state or local health department of all reportable diseases and conditions when they occur in your facility?
- Do you have personnel trained in recognizing the clinical signs and symptoms of potential victims of biologic or chemical events?
- Do you have a plan for responding to suspected Bio-Terrorism events?
- Do you regularly exchange information about unusual symptoms or patterns of disease with health care facilities in your area or the local health department?

## 19. Capacity to Respond to a Bio-Terrorism Event

Low Vulnerability										High Vulnerability									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### Issues to be considered in selecting your score:

- Do you have a Bio-Terrorism response plan for your facility?
- Have you coordinated your Bio-Terrorism response plan with the local emergency operations team including law enforcement and health care facilities?
- Do you have a system for knowing the bed (or care) capacity of your facility at any given time?
- Do you have a current inventory of your medical supplies and pharmaceuticals that may be required during an emergency event?
- Do you have a plan for contacting and deploying health care personnel during an emergency?
- Do you have plans for how to best utilize your facility during a mass casualty event?
- Do you have decontamination facilities?
- Do you have a protocol for treating contaminated patients?
- Do you have a plan for how to utilize volunteers from other areas and facilities during an emergency? (e.g. Scheduling, Training, Credentialing, etc.)

### Remarks/Unusual or Significant Issues:

Please list any important remarks you think should be made concerning your self-assessment. Also, please list any unusual or significant findings that you developed during your self-assessment, list significant hazardous materials that might be used as a terrorist weapon or any significant impact a terrorist act against your site may cause to the community.

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Attach an additional sheet if necessary.

**Group Performing Self-Assessment:** \_\_\_\_\_

Type of Agency/Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(For information sharing ONLY)

## Who is Your Local Law Enforcement Contact?

You should coordinate with your local law enforcement agency regarding the results of your self-assessment. If your self-assessment indicates that your score is in the High Risk category, or if you believe your organization presents significant or unusual vulnerability or risk factors, you should provide a copy of this self-assessment to your local law enforcement office.

Law enforcement office: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

## Self-Assessment Evaluation:

20-72	Low Risk
73-145	Guarded Risk
146-218	Elevated Risk
219-291	High Risk
292-380	Severe Risk

Total Score: \_\_\_\_\_

**It is important to remember that the most important threat reduction measure is vigilance on the part of your organization's staff, their awareness of anything out of the ordinary and their prompt communication of that information to your organization's security team, management or local law enforcement.**